



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PERSONAL PROTECTIVE EQUIPMENT

Effective Date: December 18, 2002

Policy #: IC-14

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- I. PURPOSE:** To outline procedures that assure adequate availability and training regarding Personal Protective Equipment (PPE).
- II. POLICY:** Protective equipment includes personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers. This equipment will be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, or chemical hazards, or radiological hazards, or mechanical irritants. Protective equipment will always be used when hazards are capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
 - A. Employee owned equipment: Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.
 - B. Supervisors: Shall assess the workplace to determine if hazards are present, or are likely to be present and select, fit, and test as needed for each affected employee.
- V. PROCEDURE:**
 - A. Design – All personal protective equipment shall be of safe design and construction for the work to be performed.
 - B. Hazard assessment and equipment selection.
 - 1. The supervisor shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment. If such hazards are present, or likely to be present, the employer shall:
 - a. Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;

- b. Communicate selection decisions to each affected employee; and
 - c. Select PPE that properly fits each affected employee.
 - 2. The supervisor shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and which identifies the document as a certification of hazard assessment.
- C. Defective and damaged equipment – Defective or damaged personal protective equipment shall not be used.
- D. Training
 - 1. The supervisor shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:
 - a. When PPE is necessary;
 - b. What PPE is necessary;
 - c. How to properly don, doff, adjust, and wear PPE;
 - d. The limitations of the PPE; and
 - e. The proper care, maintenance, useful life, and disposal of the PPE.
 - 2. Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of the PPE.
 - 3. When the supervisor has reason to believe that any affected employee who has already been trained does not have the understanding and skill required the employer shall retrain each such employee. Circumstances where retraining is required include, but are not limited to situations where:
 - a. Changes in the workplace render previous training obsolete; or
 - b. Changes in the types of PPE to be used render previous training obsolete; or
 - c. Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

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4. The supervisor shall verify that each affected employee has received and understood the required training through a written certification that contains the name of each employee trained, the date(s) of training, and that identifies the subject of the certification.

E. General requirements:

1. Each affected employee shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids, or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
2. Each affected employee shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slid-on side shield) meeting the pertinent requirements of this section are acceptable.
3. Each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.
4. Eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer.
5. Each affected employee shall use equipment with filter lenses that have shade number appropriate for the work being performed for protection from injurious light radiation.

VI. REFERENCES: ARM 24.30.102

VII. COLLABORATED WITH: Safety Officer

VIII. RESCISSIONS: Policy # IC-14, *Personal Protective Equipment* dated February 14, 2000; HOPP #AM-05-02, *Personal Protective Equipment*, dated June 1, 1995

IX. DISTRIBUTION: All hospital policy manuals, all exposure control manuals.

X. REVIEW AND REISSUE DATE: December 2005

XI. FOLLOW-UP RESPONSIBILITY: Infection Control Nurse

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Ed Amberg Date
Hospital Administrator

_____/_____/_____
Thomas Gray, MD Date
Medical Director